

UNITED STATES COURT OF APPEALS
FOR THE SIXTH CIRCUIT

VACANCY ANNOUNCEMENT No. 0902

POSITION: ASSISTANT CIRCUIT EXECUTIVE FOR BUDGET, PROCUREMENT & FINANCE

LOCATION: CINCINNATI, OHIO

SALARY RANGE: 30

TOUR OF DUTY: Full-time position

CLOSING DATE: The position will remain open until filled. **To ensure consideration, applications must be received by the close of business on August 24, 2009.**

The Office of the Circuit Executive for the Sixth Judicial Circuit is accepting applications for the position of Assistant Circuit Executive for Budget, Procurement and Finance.

Position Description: The position is located in the Office of the Circuit Executive in Cincinnati, Ohio. The Assistant Circuit Executive for Budget, Procurement & Finance works closely with the Circuit Executive, Court of Appeals senior staff, Judges, and staff in court units throughout the circuit. The incumbent has primary responsibility for administering the fiscal, procurement, and property management functions of the Circuit Executive's Office. Please review the attached detailed position description prior to making application for the position.

Qualifications: Candidates must possess at least ten (10) years of professional finance and budget experience including at least four (4) years management/supervisory experience and demonstrated management skills as well as progressively responsible experience in two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided knowledge of the rules, regulations, terminology and commonly accepted practices of financial administration. Thorough knowledge of: budget processes; accounting practices and procedures; procurement-related functions; management of appropriated and non-appropriated funds; internal financial controls; and demonstrated ability to communicate financial information orally and in writing. Must also possess excellent communication and negotiation skills. Completion of a bachelor's degree from an accredited university in finance, accounting, business or public administration is required; graduate degree or two years of graduate study (27 semester or 54 quarter hours) is preferred. Prefer at least Level II Contracting Officer's Certification.

Applicant must be a United States citizen or eligible to work in the United States. Appointment to position is provisional pending suitability determination by the court based on results of background investigation. As condition of employment, incumbent will be subject to updated background investigations every five years. Employees are required to use Electronic Fund Transfer for payroll deposit.

Application Procedure: Candidates seeking consideration must send a letter of application emphasizing experience relevant to the position, a detailed resume and salary history, and a list of three professional references who may be called upon. Submit materials to the attention of: Human Resources, Circuit Executive's Office, 503 Potter Stewart U.S. Courthouse, 100 East Fifth Street, Cincinnati, Ohio 45202 or fax to 513-564-7210. Candidates who are invited to be interviewed must also provide three letters of recommendation at the time of their interview.

The U.S. Court of Appeals for the Sixth Circuit is an Equal Opportunity Employer

**U.S. Court of Appeals for the Sixth Circuit
Office of the Circuit Executive
Cincinnati, Ohio**

ASSISTANT CIRCUIT EXECUTIVE FOR BUDGET, PROCUREMENT & FINANCE

**Position Description
Job Grade CL 30**

INTRODUCTION

This position is located in the Office of the Circuit Executive for the Sixth Circuit Court of Appeals, Cincinnati, Ohio. The incumbent is responsible for administering and providing oversight for all aspects of the fiscal, procurement, and property management functions of the Circuit Executive's office.

REPRESENTATIVE DUTIES

1. Administer general operational budgets, tenant alteration funds, temporary staffing fund allocations, and non-appropriated fund accounts.
 - Manage and administer budget/procurement processes for Circuit Executive office and Judicial offices; authorize obligations; certify expenditures; maintain and submit status of funds reports for resources allotted to the Office of the Circuit Executive, and monitor submission of such reports for other Court of Appeals units; coordinate development of short and longer term spending plans.
 - Review allotments, make adjustments where deficiencies exist and advise Circuit Executive of course of action; provide assistance to other court units in the management of individual allotments. Administer the judicial council allotment for temporary emergency staff and tenant alterations.
 - Manage the court's non-appropriated accounts. Ensure adequate funds are in the proper account to cover obligations. Monitor account balances to ensure they do not exceed the FDIC insurance cap.
 - Coordinate identified priorities and directions to develop a comprehensive spending plan inclusive of all court units. Serve as budget liaison with the Administrative Office of the U.S. Courts.
2. Manage/administer procurement-related functions carried out by the Circuit Executive's office.
 - Maintain Level III Contracting Officer's Certification; ensure adherence to applicable procurement regulations, internal controls and procurement guidelines of the judiciary.
 - Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; prepare product/equipment specifications. Obtain and review competitive bids, quotes and proposals from General Services Administration (GSA), vendors and contractors. Maintain detailed procurement records.
 - Assemble bid packets for open market purchases of goods and services in excess of \$5,000 and GSA Schedule purchases in excess of \$2,500. Receive and review bids for compliance with specifications. Document receipts and amount of bids, make note of apparent low bidder and forward the information to the Financial Specialist for creation of a purchase order.
 - Negotiate contracts to procure services and goods for the operations of offices and chambers circuit-wide. Plan and coordinate time and delivery of purchases.
 - Advise chambers on the proper contact information and course of action to obtain supplies, repairs, furnishings and cyclical maintenance.
 - Serve as liaison to GSA for security requirement, obligation and payment of funds for utilities, tenant alterations, cyclical maintenance, general maintenance and janitorial issues pertaining to the Potter Stewart Courthouse. Liaison for overtime utilities, cyclical maintenance, general maintenance and building management issues for remote locations. Monitor capital improvement obligations for contractual compliance.
3. Responsible for maintaining appropriate internal controls for the Circuit Executive's office in

conformance with the judiciary's stewardship requirement and the *Guide to Judiciary Policies and Procedures* for management and oversight of accountable property.

- Ensure the internal controls manual for the Circuit Executive office is accurate and reviewed for compliance on an annual basis. Prepare audit materials and assist audit personnel.
 - Oversee the Judiciary Purchase Card and Travel Card programs and ensure adherence to program guidelines. Serve as primary point of contact for Citibank credit card accounts.
 - Review requests for furniture, accountable property and services, and travel reimbursement for compliance with the relevant portions of the *Guide to Judiciary Policies and Procedures*.
 - Receive request for payment from vendors, confirm the charge against the original order and that the goods or services contracted for have been received. Transmit the payment request to the Financial Specialist for processing.
 - Create and maintain inventory of accountable property including furniture and fixtures in resident chambers, visiting chambers and the Circuit Executive office. Serve as the court's Property Disposal Officer. Work with chambers' staff and court units to identify furnishings and equipment in need of replacement or repair. Identify excess items and provide a detailed list to other government agencies. Follow guidelines for property disposal. Record disposition of excess accountable property in the master record.
 - Serve as InfoWeb Administrator responsible for maintaining individual rights and accounts for personnel on judiciary-wide system and for posting information to the system on behalf of the Circuit Executive's office.
4. Monitor and evaluate quality of work and level of compliance for finance, budget activities, internal controls, and overall stewardship circuit-wide. Develop and present training for courts throughout the circuit. Supervise Financial Specialists.
5. Perform other duties as may be assigned.

QUALIFICATIONS

- Thorough knowledge of budget process, accounting practices and procedures, management of appropriated and non-appropriated funds and procurement-related functions
- Demonstrated ability to communicate financial information orally and in writing.
- Possess excellent communication, negotiation, and interpersonal skills.
- Strong management and technical skills.
- Understands, applies and adapts fundamental concepts, practices and procedures related to finance, accounting, budget operations and procurement.
- Demonstrated ability to identify, diagnose and resolve complex problems.
- 10+ years of professional finance and/or budget experience including 4+ years management/supervisory experience.
- Progressively responsible experience in two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of the rules, regulations, terminology and commonly accepted practices of financial administration. Completion of a bachelor's degree at an accredited university in finance, accounting, business or public administration is required; graduate degree or two years of graduate study (27 semester or 54 quarter hours) is preferred.
- Minimum Level II Contracting Officer's Certification preferred.

FACTOR 1 - REQUIRED COMPETENCIES

Finance and Budget

Thorough knowledge of the budget process, accounting practices and procedures, and management of appropriated and non-appropriated funds. Good knowledge of automated accounting systems. Thorough knowledge of laws and regulations relating to appropriateness of payment. Ability to analyze financial operations and develop recommendations for improvements. Good knowledge of the budget process. Good

knowledge of unit's prior years' budget and spending plans and knowledge of anticipated size and workload in the outyears. Skill in recognizing trends and effecting corrective action early on. Knowledge of judiciary and local travel regulations.

Court Operations Management

Knowledge of: Administrative Office and Judicial Conference policies and procedures as set forth in the *Guide to Judiciary Policies and Procedures* regarding finance and budget; local court policies and procedures regarding budget, procurement & finance; resources available from the Administrative Office and Federal Judicial Center to achieve the mission of court (i.e. contacts, manuals, training, etc.); court culture and organizational dynamics; and policies and procedures of courts within the circuit.

Program/Project Content Management

Knowledge and expertise in budgeting, accounting, procurement and fiscal management. Skill in developing and implementing programs and initiatives; coordinating and monitoring projects; researching and analyzing data; analyzing the potential impact of policy changes; coordinating with other courts or circuits, the Administrative Office, or the General Services Administration, etc; meeting planning and coordination; and planning resources for groups and organizations.

Judgment and Ethics

Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

Ability to accurately monitor and communicate financial information concisely and convincingly both in writing and orally. Skill in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, influence decision-makers, and provide training. Skill in establishing cooperative working relationships with staff throughout the circuit. Skill in negotiating with managers at the court and those in other offices to secure needed funds. Skill in facilitating, mediating, and implementing desired outcomes with judges, senior managers, unit executives, and court staff. Skill in providing advice on complex matters. Skill in working with internal and external customers. Skill in preparing reports and presentations.

Human Resources

Knowledge of applicable employee rights, protections, and avenues of appeal. Skill in assigning, prioritizing, monitoring, and reviewing work assignments. Skill in mentoring and training employees with varying educational backgrounds and aptitudes. Skill in developing performance appraisal standards, tools and procedures to support human resource development and the mission of the courts.

Information Technology and Automation

Knowledge of and skill in using current information technology applications and capabilities including use of automated spreadsheets.

FACTOR 2 - PRIMARY JOB FOCUS AND SCOPE

The primary purpose of the position is to assist the Circuit Executive with managing and monitoring the circuit-wide activities related to budget, procurement & finance. The incumbent assists the court unit in fulfilling its basic mission by ensuring funds are available to pay for essentials such as personnel, equipment, supplies and maintenance. The incumbent serves as an executive resource, providing policy and procedure guidance to circuit judges, staff and senior managers throughout the circuit in budget, procurement and finance. The Assistant Circuit Executive of Budget, Procurement & Finance is responsible for direct oversight of the office's fiscal activities. The incumbent assists the Circuit Executive in planning and implementing the overall long-range priorities and goals of the circuit. The work impacts the efficiency and integrity of the circuit, and management of the circuit's fiscal activities could affect the judiciary as a whole. The incumbent provides or obtains a variety of services essential to the overall mission of the circuit.

The incumbent reports directly to the Circuit Executive or his or her designee and receives general guidance concerning overall objectives. Written guidance includes regulations and procedures established by the Administrative Office, the U.S. Treasury Departments and the local court. While policy and procedures are established, changes and supplemental instructions are regularly received. Interpretation of guidance and providing advice or instructions to local managers is independently performed by the incumbent. Completed work is not ordinarily reviewed by supervisor other than in terms of program requirements. Within these parameters, incumbent has moderate latitude to work independently from supervision in making routine decisions with regard to the expenditure of appropriate and nonappropriated funds, transfer of funds, budget preparation and interpretation of rules and regulations. The Circuit Executive has the ultimate responsibility for the integrity of the financial operations and general management stewardship and, therefore, is consulted if significant problems arise.

FACTOR 3 - COMPLEXITY

The work consists of varied high-level duties requiring knowledge of complex issues and processes that are applied to a broad range of activities. The job involves substantial analysis and involves independent analysis and decision-making. The job involves evaluating options, providing advice, and making recommendations regarding decisions that have an effect on the entire circuit and, potentially, throughout the judiciary.

FACTOR 4 - INTERACTIONS WITH JUDICIARY CONTACTS

The primary judiciary contacts are peers, judges, chambers staff, court unit staff, senior managers, executives, other court units financial, budget and procurement staff and Administrative Office staff for the purpose of analyzing and resolving problems, coordinating and monitoring programs and activities, and facilitating discussions.

FACTOR 5 - INTERACTIONS WITH EXTERNAL CONTACTS

The primary external contacts may vary with the position, but may include the public, governmental agencies, local and national banks, and vendors/contractors for the purpose of communicating activities of court units, managing activities in finance and budget, or improving knowledge of “best practices” in area of expertise.

FACTOR 6 - WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed in an office setting. On occasion the duties assigned requires the incumbent to visit construction sites, off-site court units and work sites of the business community. Travel is required.